

Minutes of the meeting of the Human Resources Committee of the Board of Directors of the Cook County Health and Hospitals System held Friday, February 17, 2012 at the hour of 7:30 A.M. at 1900 W. Polk Street, in the Second Floor Conference Room, Chicago, Illinois.

I. Attendance/Call to Order

Chairman Lyne called the meeting to order. A quorum was not present; as a result, the Committee received information but did not take action on any items. It was noted that any action items on the agenda would be presented directly to the Board for consideration on February 24, 2012.

Present: Chairman Sister Sheila Lyne and Director David Carvalho (2)
Board Chairman Warren L. Batts (ex-officio) and Director Hon. Jerry Butler

Absent: Directors Quin R. Golden, Jorge Ramirez and Ruth M. Rothstein (3)

Additional attendees and/or presenters were:

Maureen O'Donnell – System Interim Chief Human
Resource Officer and Chief, Cook County Bureau
of Human Resources

Elizabeth Reidy – System General Counsel
Marsha Ross-Jackson – System Director of Labor
Deborah Santana – Secretary to the Board

Gladys Lopez – System Interim Director of Human
Resources

II. Public Speakers

Chairman Lyne asked the Secretary to call upon the registered speakers.

The Secretary called upon the following registered public speakers:

1. George Blakemore Concerned Citizen
2. Laura Gates Concerned Citizen
3. Roman Torres Former Employee

Ms. Gates presented testimony regarding difficulties experienced with the CareLink application process. Director Carvalho stated that there should be someone available to address Ms. Gates' concerns and questions at the Finance Committee Meeting that will be held later that morning.

Mr. Torres presented testimony regarding his work as a volunteer and employee as a medical interpreter with the System; he requested assistance with an issue involving his employment and recent discharge from the System. It was noted that, although the Committee could not discuss the matter in closed session at this meeting without a quorum being present, it is anticipated to be discussed in closed session at the February 24th Board Meeting.

III. **Report from System Human Resources Department (Attachment #1)

A. Report from Interim Chief Human Resource Officer

B. Report from Interim Director of Human Resources

Maureen O'Donnell, System Interim Chief Human Resource Officer and Chief of the Cook County Bureau of Human Resources, and Gladys Lopez, System Interim Director of Human Resources, provided an update on the following subjects: Human Resources staffing; First 30 Days – Issues Identified; Hot Items – Clinical Staff and Displacement; and 2011 Students at Work (SAW) Program Update. The Committee reviewed and discussed the information.

III. **Report from System Human Resources Department (continued)

With regard to the information provided on Human Resources staffing, Director Carvalho stated that the concept of centralizing and consolidating human resources functions has been thought by some to be a way to save money and improve efficiencies; however, from the information presented, that appears to not be the case. Ms. Lopez responded affirmatively; she indicated that consolidation efforts have created a bottleneck effect. Some functions, particularly the on-boarding functions, should be located at the affiliates. Ms. O'Donnell added that there needs to be day-to-day staffing for labor relations out in the field.

IV. Action Items

A. Proposed Collective Bargaining Agreements with the following:

- i. Fraternal Order of Police – John H. Stroger, Jr. Hospital Security Officers**
- ii. Fraternal Order of Police – Oak Forest Health Facilities Security Officers**
- iii. House Staff Association – post-graduate level physicians and chief residents**
- iv. Metropolitan Alliance of Police – John H. Stroger, Jr. Hospital Sergeants**
- v. Pharmacy Association Local 200 (RWDSU Local 200) – Administrative Assistants IIIs and IVs (withdrawn)**
- vi. Pharmacy Association Local 200 (RWDSU Local 200) –Pharmacists and pharmacy technicians**
- vii. Teamsters Local 700 – Oak Forest Health Facilities Sergeants/Investigators**
- viii. Teamsters 743 – Provident Hospital Employees**
- ix. National Nurses Organizing Committee – Registered Nurses**

Ms. O'Donnell noted that the proposed Collective Bargaining Agreement with the Pharmacy Association Local 200 (RWDSU Local 200), for Administrative Assistant IIIs and IVs, is being withdrawn at this time.

It was indicated that the remaining eight (8) proposed Agreements would be presented for consideration at the February 24th System Board Meeting. Ms. O'Donnell noted that, should the System Board and County Board approve the proposed Collective Bargaining Agreements, her goal is to put forth the pay schedules and have the prospective pay changes and retroactive payments made within sixty days after approval by the County Board.

Director Carvalho noted that the information presented to the Committee only included the financial component of the proposed Collective Bargaining Agreements. He requested that information be presented at the Board Meeting, relating to the changes in terms and substantive provisions of the proposed Collective Bargaining Agreements.

B. Any items listed under Sections IV and V

V. Closed Session Items

- A. Proposed salary offers**
- B. Discussion of personnel matters**
- C. Update on labor negotiations**
- D. Discussion of litigation matters**
- E. **Report from System Human Resources Department**

A quorum was not present, so the Committee did not recess the regular session and convene into closed session.

VI. Adjourn

As the agenda was exhausted, Chairman Lyne declared the meeting ADJOURNED.

Respectfully submitted,
Human Resources Committee of the
Board of Directors of the
Cook County Health and Hospitals System

XXXXXXXXXXXXXXXXXXXXXXXXXXXX
Sister Sheila Lyne, Chairman

Attest:

XXXXXXXXXXXXXXXXXXXXXXXXXXXX
Deborah Santana, Secretary

Cook County Health and Hospitals System
Minutes of the Human Resources Committee Meeting
February 17, 2012

ATTACHMENT #1



Human Resources Committee Meeting

February 17, 2012

HR Staffing

	January 2009	November 2011	February 2012
Provident	8	3	2
Cermak	1	2	1
Oak Forest	5	2	2
Stroger	11	5	5
System	4	2	2
Bureau	4	0	0
Labor	0	7	7
Recruiting	0	4	3
Development	0	3	2
Contractors	0	3	1
TOTAL	33	31	25

First 30 Days – Issues Identified

- Organizational Opportunities
- Training Needs
- Identified Bottlenecks
- Process Improvement
- Labor Relations

Hot Items

- Clinical Staff
 - Positions Posted: 6
 1. Patient Care Attendant
 2. House Administrator
 3. Clinical Nurse I
 4. Nurse Coordinator II
 5. Licensed Practical Nurse
 6. In-House Registry
- Displacement

Final Part of Phase III

Total Displacement Numbers (November / December 2011)

- Total Impacted Employees: 324
 - Layoffs: 136
 - Vacancies: 74
 - Bumps: 107
 - Retirement: 6

323*

*One employee is on a leave of absence and has not yet had an opportunity to exercise their rights.

2011 SAW Program Update

- 26 Participants
 - 10 Received a Silver National Career Readiness Certificate
 - 7 Received a Bronze National Career Readiness Certificate
 - 9 did not receive a Certificate

NCRC Results and Correlation to Healthcare Occupations

Gold	Silver	Bronze
Diagnostic Medical Sonographers	Dental Assistants	Cooks, Institutional & Cafeteria
EMTs & Paramedics	Dental Hygienists	Dental Laboratory Technicians
Health Technologists & Technicians, All Other	Health Support Workers, All Other	Dishwashers
Medical & Clinical Laboratory Technicians	Licensed Practical & Licensed Vocational Nurses	Home Health Aides
Medical & Health Services Managers	Medical Assistants	First-Line Supervisors/ Managers of Housekeeping and Janitorial Workers
Pharmacy Technicians	Medical Equipment Repairers	Food Servers, Nonrestaurant
Physical Therapist Assistants	Medical Records & Health Information Technicians	Maids & Housekeeping Cleaners
Psychiatric Technicians	Medical Secretaries	Social & Human Services Assistants
Registered Nurses	Nursing Aides, Orderlies, & Attendants	
Respiratory Therapists	Psychiatric Aides	
	Radiological Technologists	
	Reception & Information Clerks	

What is the NCRC?

Catalyst Learning Company® (CLC) has partnered with ACT, Inc. to give its healthcare partners increased access to the National Career Readiness Certificate (NCRC), the nationally recognized employability credential issued by ACT. **It is a portable, evidence-based credential that measures workplace success.**

The NCRC is based on ACT's WorkKeys® assessments and verifies that an individual possesses essential work-related skills in: Reading for Information, Applied Mathematics, and Locating Information.

Completion of SAW and receipt of an NCRC certificate demonstrates that participants possess both the occupational and employability skills needed to succeed in a wide range of healthcare careers. NCRC certificates are available at four levels depending upon assessment results: bronze; silver; gold and platinum.

The target outcome for SAW graduates is to attain at least a bronze level certificate.

